



**OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950**



11 MAR 1997

**ADMINISTRATION &
MANAGEMENT**

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES**

SUBJECT: New Format Requirements for Preparing DoD Issuances

Effective May 1, 1997, the following paragraph and page-numbering formats will be used henceforth when preparing DoD issuances and Administrative Instructions for inclusion in the DoD Directives System. These changes are required to facilitate placing DoD issuances and Administrative Instructions on the internet and generally to make them more compatible with other electronic media. Please note that any issuance in draft or coordination before May 1, 1997, will continue to use the formats prescribed by DoD 5025.1-M, "DoD Directives System Procedures," August 1994. As new issuances are created and old ones revised, the new format will be applied. Changes to issuances published in the old format will continue to use that format until completely revised. The new formats will be incorporated into the revision of DoD 5025.1-M that will be published later this year.

Sections within the main body of DoD Directives, DoD Instructions, and Administrative Instructions shall be numbered using Arabic numerals as follows (the number scheme DoD Publications is described beginning on page 4 of this memorandum):

1. SECTION (Section 1)

1.1. Subsection (Section 1, Subsection 1)

1.1.1. Paragraph (Section 1, Subsection 1, Paragraph 1)

1.1.1.1. Subparagraph (Section 1, Subsection 1, Paragraph 1, Subparagraph 1)

As shown above, numbering for Sections shall begin flush with the left margin. Numbering for Subsections shall be indented and begin under the first letter of the section heading. Numbering for Paragraphs and Subparagraphs shall be indented in increments of a quarter of an inch. See Enclosures 1 and 2 for more detailed examples of the numbering scheme. Please note that while the new format, as was true of the old one, permits extensive subdivision of subsections, this option should be exercised carefully and only when absolutely necessary.

Enclosures and Attachments to Enclosures for DoD Directives, DoD Instructions, and Administrative Instructions shall be identified with a corresponding alphabetic letter (“E” for Enclosures and “A” for Attachments) and number (the number shall be determined according to the sequence of Enclosures or Attachments in an issuance). The Section numbering scheme for Enclosures or Attachments in Directives, DoD Instructions, and Administrative Instructions shall be similar to the Section numbering in the main body except that the numbering shall begin with the appropriate alphabetic letters and numbers. The additional letters in the numbering designations will change the indentation slightly. Examples are as follows:

E1. ENCLOSURE 1 (Centered)

TITLE OF ENCLOSURE 1 (Centered)

E1.1. SECTION

E1.1.1. Subsection

E1.1.1.1. Paragraph

E1.1.1.1.1. Subparagraph

E1.A1. ATTACHMENT 1 TO ENCLOSURE 1 (Centered)

TITLE OF ATTACHMENT 1 TO ENCLOSURE 1 (Centered)

E1.A1.1. SECTION

E1.A1.1.1. Subsection

E1.A1.1.1.1. Paragraph

E1.A1.1.1.1.1. Subparagraph

DoD Publications and their Appendixes shall follow the numbering scheme adopted for Enclosures. Chapters within DoD Publications and Appendixes shall be identified with corresponding alphabetic letters ("C" for Chapters and "AP" for Appendixes) and numbers (the number shall be determined according to the sequence of Chapters or Appendixes in an issuance). The Section numbering for Chapters and Appendixes shall be similar to the Section numbering in the main body of DoD Directives, DoD Instructions, and Administrative Instructions except that the numbering shall begin with the appropriate alphabetic letters. The additional letters in the numbering designations will change the indentation slightly. Examples are as follows:

C1. CHAPTER 1 (Centered)

TITLE OF CHAPTER 1 (Centered)

C1.1. SECTION

C1.1.1. Subsection

C1.1.1.1. Paragraph

C1.1.1.1.1. Subparagraph

AP1. APPENDIX 1 (Centered)

TITLE OF APPENDIX 1 (Centered)

AP1.1. SECTION

AP1.1.1. Subsection

AP1.1.1.1. Paragraph

AP1.1.1.1.1. Subparagraph

Attachments to Appendixes shall follow the same numbering scheme as Attachments to Enclosures. The only difference would be that AP1 for Appendix 1 would be used instead of E1 for Enclosure 1 in the numbering designations. An example is as follows:

AP1.A1. ATTACHMENT 1 TO APPENDIX 1 (Centered)

TITLE OF ATTACHMENT 1 TO APPENDIX 1 (Centered)

AP1.A1.1. SECTION

AP1.A1.1.1. Subsection

AP1.A1.1.1.1. Paragraph

AP1.A1.1.1.1.1. Subparagraph

Page numbers for all DoD issuances and Administrative Instructions, including Enclosures or Appendixes and Attachments, shall be centered at the bottom of the pages. Pages shall be numbered consecutively with Arabic numerals with the first page beginning as 1 through whatever number to the end of the issuance.



D. O. Cooke
Director

Enclosures
a/s

MAST HEADING

DA&M

SUBJECT:

References: (a)
(b)
(c)

1. PURPOSE

This Directive:

1.1.

1.2.

2. APPLICABILITY

This Directive applies to

3. DEFINITIONS

3.1.

3.2.

3.3.

4. POLICY

4.1.

4.2.

4.2.1.

4.2.2.

4.2.2.1.

4.2.2.2.

4.2.2.3.

4.2.3.

4.3.

5. RESPONSIBILITIES

5.1.

5.1.1.

5.1.2.

5.1.2.1.

5.1.2.2.

5.1.2.2.1.

5.1.2.2.2.

5.1.2.2.2.1.

5.1.2.2.2.2.

5.1.2.2.2.3.

5.1.2.2.2.3.1.

5.1.2.2.2.3.2.

5.2.

6. EFFECTIVE DATE

This Directive is effective immediately.

SIGNATURE BLOCK

Enclosures - 2

1.

2.



Department of Defense DIRECTIVE

NUMBER 5025.1

June 24, 1994

DA&M

SUBJECT: DoD Directives System

- References:
- (a) DoD Directive 5025.1, subject as above, December 23, 1988 (hereby canceled)
 - (b) DoD 5025.1-M "DoD Directives System Procedures," current edition, authorized by this Directive
 - (c) DoD 5025.1-I "DoD Directives System Annual Index," current edition, authorized by this Directive
 - (d) DoD Directive 5400.9, "Publication of Proposed and Adopted Regulations Affecting the Public," December 23, 1974
 - (e) DoD Directive 5110.4, "Washington Headquarters Services," May 6, 1991

1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a) to update policy and responsibilities governing DoD Directives, DoD Instructions, and DoD Publications (hereafter referred to collectively as "DoD issuances").

1.2. Continues to authorize the publication of references (b) and (c).

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense (IG, DoD), the Uniformed Services University of the Health Sciences, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

3. DEFINITION

OSD Principal Staff Assistants (PSAs). Under Secretaries of Defense; Comptroller of the Department of Defense; Director of Defense Research and Engineering; Assistant Secretaries of Defense; Director of Operational Test and Evaluation; General Counsel of the Department of Defense; IG, DoD; Assistants to the Secretary of Defense; and other OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense.

4. POLICY

It is DoD policy that:

4.1. A single, streamlined, uniform system governing the preparation, coordination, approval, publication, dissemination, implementation, and internal review of DoD issuances shall be maintained within the Department of Defense, in accordance with DoD 5025.1-M (reference (b)). The DoD Directives System includes the following:

4.1.1. DoD Directives that provide policy required or authorized by legislation, the President, or the Secretary of Defense to initiate, govern, or regulate actions or conduct by the DoD Components. Specifically, DoD Directives shall establish or describe policy, programs and major activities, and organizations; define missions; delegate authority; and assign responsibilities. A DoD Directive shall be approved and signed by the Secretary or Deputy Secretary of Defense.

4.1.2. DoD Instructions that implement policy, or prescribe a uniform method or delineate a specific plan of action for carrying out the policy, or provide directions or details for operating a program or activity; and assign responsibilities. A DoD Instruction shall implement a DoD Directive and be approved and signed by a PSA.

4.1.3. DoD Publications that implement or supplement DoD Directives and DoD Instructions by providing uniform procedures for management or operational systems and disseminating administrative information. A DoD Publication shall be authorized by a DoD Directive or Instruction and its foreword shall be approved and signed by a PSA.

4.2. DoD Directives shall adhere to the principle of centralized policy-making with decentralized execution by the DoD Components. As such, OSD shall focus

primarily on providing policy guidance, fixing responsibility, and establishing appropriate mechanisms for feedback and oversight. The DoD Components should be provided the latitude to determine how a given policy is to be implemented at the local level. DoD Directives should be streamlined into six pages or fewer, with no procedures.

4.3. DoD Directives shall be written in such a way to preclude requirements for the publication of implementing documents by the DoD Components whenever possible. In those instances when it is necessary to establish specific parameters for action or to prescribe procedures to ensure that the guidance being promulgated is fully understood and carried out with an appropriate level of standardization, a DoD Instruction or DoD Publication should be issued rather than requiring the DoD Components to issue separate implementing documents. When implementing documents are not required, or when the deadline for issuing implementing documents has not been met, the DoD Directive, DoD Instruction, or DoD Publication shall be directly applicable to all elements within the DoD Component, and the Head of the DoD Component shall be responsible for carrying out the DoD guidance.

4.4. Proposed DoD issuances, including changes to, reissuances, and cancellations of these documents, shall be formally coordinated to solicit the views of appropriate staff officials of the DoD Components. Unresolved issues in proposed Directives shall be brought to the attention of the Secretary or Deputy Secretary of Defense. Unresolved issues in proposed Instructions and Publications shall be brought to the attention of the cognizant PSA.

4.5. Directive-type memorandums of continuing application issued by PSAs that, because of time constraints, cannot be published in the DoD Directives System at the time of signature shall be reissued as DoD issuances within 90 days. Directive-type memorandums of a one-time nature shall not be issued in the DoD Directives System.

4.6. DoD issuances shall be published in the Federal Register as provided in DoD Directive 5400.9 (reference (d)).

5. RESPONSIBILITIES

5.1. The Director of Administration and Management, Office of the Secretary of Defense, shall:

5.1.1. Review and coordinate on ALL DoD issuances.

5.1.2. Prepare organizational charters for OSD, Defense Agencies, and DoD Field Activities.

5.1.3. As the DoD Regulatory Policy Officer, review, coordinate, and approve DoD issuances as rules for publishing in the Federal Register.

5.1.4. Monitor compliance with section 4., above.

5.1.5. As the Director, Washington Headquarters Services (WHS), in accordance with DoD Directive 5110.4 (reference (e)), administer and operate the DoD Directives System to include the OSD Federal Register System.

5.2. The OSD Principal Staff Assistants shall:

5.2.1. Prepare DoD issuances that are relevant and necessary to accomplish their assigned responsibilities, in accordance with DoD 5025.1-M (reference (b)).

5.2.2. Prepare, coordinate, and approve DoD Instructions within their areas of responsibility and, if authorized by their organizational charters, sign the Instructions.

5.2.3. Prepare, coordinate, and approve DoD Publications and sign the foreword.

5.2.4. Publish DoD issuances of general applicability that affect the public as rules in the Federal Register in accordance with references (b) and (d).

5.2.5. Review implementing documents issued by the DoD Components and certify by memorandum to the Director, WHS, that the documents are consistent with the intent of the DoD issuances.

5.2.6. Coordinate proposed DoD issuances with the DoD Components, as prescribed in subsection 4.4., above, and coordinate on proposed DoD issuances originated by OSD Components.

5.2.7. Review their DoD issuances at least every 5 years for need and currency, and certify by memorandum to DA&M, OSD, whether the issuances will be continued, revised, or canceled.

5.2.8. Issue directive-type memorandums and cancel or convert them to DoD issuances, in accordance with subsection 4.5., above.

5.3. The Heads of the DoD Components shall:

5.3.1. Review and coordinate on proposed DoD issuances relevant to their missions.

5.3.2. Issue implementing documents, when required by the OSD Components or considered to be necessary and appropriate by the Component Head, consistent with the intent of the DoD issuances, and provide copies to the appropriate OSD Component, in accordance with DoD 5025.1-M (reference (b)). When implementing documents are not issued, ensure that DoD policy is carried out and that DoD issuances are appropriately distributed within their Components.

5.3.3. Provide for the printing and distribution of DoD issuances for their Components.

6. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in black ink, appearing to read "John M. Deutch", with a large, sweeping initial "J" and a stylized "D".

John M. Deutch
Deputy Secretary of Defense